

## **A Checklist for Evaluating Federal ADR Programs: Short Form<sup>1</sup>**

### **Pre-design Planning and Preparation**

- A. Determine goals and objectives for the evaluation.
- B. Identify the audience for the evaluation, and how best to meet their needs.
- C. Determine how evaluation results will be used.
- D. Consider issues of timing and expense.
- E. Select an evaluator.

### **I. Designing the Evaluation**

- A. Gain a thorough understanding of the ADR program design and operation
- B. Translate evaluation goals and objectives into measurable performance indicators.
- C. Determine appropriate design strategy.
- D. Determine data needs and availability of data
- E. Decide how to collect the data.

### **II. Implementing the Design**

- A. Collect the data
- B. Analyze and interpret the data

### **III. Writing and Distributing the Report**

- A. Determine best method for communicating results
- B. Decide what kind of information needs to be communicated
- C. Enhance the effectiveness of your presentation
- D. Disseminating of evaluation results

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<sup>1</sup> Based on *Evaluating ADR Programs: A Handbook for Federal Agencies*, Administrative Conference of the United States Dispute Systems Design Working Group, March 1995.